



## **FULL-TIME POSTION**

### **Level 2 Water/Wastewater Operator**

**External**

Vulcan County invites applications from energetic, experienced, and detail-oriented individuals for full-time position of Level 2 Water/Wastewater Operator. The position will commence the first quarter of 2026.

Reporting to the Director of Operations, the Level 2 Water/Wastewater Operator is responsible for the day-to-day operation, monitoring, and maintenance of Vulcan County's water distribution, water treatment, and wastewater collection systems to ensure compliance with Alberta Environment and Protected Areas approvals and all applicable legislation. This position plays a key role in providing safe, reliable drinking water and effective wastewater services to County residents and facilities.

#### **Key Responsibilities**

- Operate, monitor, and maintain water distribution systems including pipelines, hydrants, valves, pumps, and service connections to ensure safe and reliable delivery of potable water.
- Perform preventative maintenance such as valve exercising, hydrant flushing, line cleaning, and meter work.
- Respond to water system emergencies (leaks, breaks, service disruptions) and complete repairs while minimizing service impacts to residents.
- Collect, test, and record water samples in accordance with AEPA standards, approvals, and Codes of Practice; complete regulatory reports and logs.
- Use SCADA/PLC systems to monitor stations and troubleshoot alarms.
- Locate underground utilities in response to Alberta One-Call requests.
- Operate, monitor, and maintain wastewater collection systems, including lift stations and manholes; complete flushing, cleaning, and inspection work to prevent blockages.
- Respond to wastewater service issues, including backups or overflows, and complete required reporting.
- Maintain accurate records of locates, repairs, maintenance, sampling, and regulatory reporting.
- Assist the Building Maintenance Coordinator with routine facility inspections, building repairs, and providing hands-on assistance in troubleshooting and resolving issues promptly
- Participate in the on-call rotation for after-hours and weekend response.

## Qualifications

- Alberta **Water Treatment Level 2** and **Wastewater Treatment and/or Wastewater Collection Level 2** certification (equivalent Alberta Environment & Protected Areas certification streams will be considered; Level 1 candidates near completion of Level 2 may be considered).
- Minimum 3–5 years of directly related experience in municipal water/wastewater operations.
- Working knowledge of Alberta Environment regulatory requirements, sampling protocols, and reporting.
- Mechanical aptitude and ability to operate related tools and equipment.
- Proficient with computers and SCADA/monitoring systems.
- Working knowledge of HVAC systems would be an asset.
- Knowledge of building electrical systems would be an asset.
- The ability to operate equipment such as an excavator would be an asset.
- Valid Alberta Class 5 Driver's Licence; Class 3 with Q endorsement preferred; maximum 7 demerits at time of hire and during employment.
- Ability to work in all weather conditions and perform physical tasks.
- Strong attention to detail, record keeping, and safety.
- Excellent communication and customer service skills.
- Ability to obtain ICS 100 within 6 months, ICS 200 within 12 months, and ICS 300 within 24 months of employment.

## Hours of Work

40 hours per week, Monday to Friday, with participation in a shared on-call rotation, which may include evenings, weekends, and statutory holidays.

## Compensation:

The 2026 hourly remuneration range for this position is \$35.49 to \$44.90 based on qualifications and experience. Vulcan County is a member of the **Local Authorities Pension Plan (LAPP)** and offers a comprehensive benefits package. A detailed job profile, including specific duties and qualifications, is available on the County's website under **Opportunities** ([www.vulcancounty.ab.ca](http://www.vulcancounty.ab.ca)).

**Interested candidates** are invited to submit a cover letter and a complete resume detailing their certifications, experience, and relevant training via email to:

Mike Kiemele, Director of Operations  
[mike.kiemele@vulcancounty.ab.ca](mailto:mike.kiemele@vulcancounty.ab.ca)  
Subject Line: **Level 2 Water/Wastewater Operator**

This competition will remain open until a suitable candidate is found.

We thank all applicants for their interest; only those selected for an interview will be contacted.



**JOB DESCRIPTION**  
**Level 2 Water/Wastewater Operator**

SUPERVISOR: Director of Operations

Approved: November 12, 2025

**1. Purpose of Position**

- 1.1. To operate, monitor, and maintain water distribution systems/wastewater systems in compliance with Alberta's environmental and safety regulations, ensuring safe and reliable delivery of potable water to the community.
- 1.2. Assists the Building Maintenance Coordinator with the maintenance and repair of all County facilities.

**2. Organization Structure**

- 2.1. Reports to the Director of Operations;
- 2.2. Liaises and assists the Building Maintenance Coordinator with facility maintenance.

**3. Program Responsibilities**

**Water:**

- 3.1. Operate, monitor, and maintain water distribution systems, including pipelines, valves, hydrants, pumps, and service connections to ensure reliable delivery of potable water;
- 3.2. Perform preventative maintenance on distribution infrastructure, such as valve exercising, hydrant flushing, and line cleaning to maintain system integrity and water quality;
- 3.3. Respond to emergencies, including repairing water main breaks, leaks, and service disruptions, while minimizing impacts on the community;
- 3.4. Install, test, repair, and replace water meters, including programming and troubleshooting automated meter reading (AMR) systems;
- 3.5. Conduct water sampling, testing, and analysis to comply with Alberta Environment and Protected Areas (AEPA) standards, Codes of Practice, and drinking water quality guidelines;
- 3.6. Locate underground water utilities in response to Alberta One-Call requests to prevent damage during excavations;
- 3.7. Ability to operate equipment such as backhoes, excavators, and various hand tools for distribution system repairs and installations;

- 3.8. Monitor SCADA systems and programmable logic controllers (PLCs) for real-time oversight of pumping stations and distribution networks, troubleshooting issues as needed;
- 3.9. Record and report operational data, including meter readings, maintenance logs, and compliance reports for regulatory purposes;
- 3.10. Assist with customer service by addressing inquiries, troubleshooting water-related issues, and coordinating with the public and other departments;
- 3.11. Ensure adherence to safety protocols, including use of PPE, hazard assessments, and reporting of incidents in water distribution operations;
- 3.12. Participate in on-call rotations for after-hours emergencies, including evenings, weekends, and holidays;
- 3.13. Collaborate with engineers and contractors on system upgrades, expansions, or repairs;
- 3.14. Maintain accurate records of infrastructure locates, repairs, and testing results to support municipal operations and billing;

**Wastewater:**

- 3.15. Operate, monitor, and maintain wastewater collection systems, including sewers, lift stations, and manholes to ensure effective sewage processing and disposal;
- 3.16. Perform preventative maintenance on wastewater infrastructure, such as sewer flushing, cleaning, valve exercising, and pump inspections to prevent blockages and maintain system efficiency;
- 3.17. Respond to emergencies, including repairing sewer main breaks, backups, overflows, and service disruptions, while minimizing environmental and community impacts;
- 3.18. Install, repair, and replace wastewater components, such as service connections, manholes, and piping, ensuring compliance with Alberta's Codes of Practice;
- 3.19. Conduct wastewater sampling, testing, and analysis for parameters like pH, BOD, TSS, and pathogens to meet Alberta Environment and Protected Areas (AEPA) standards and guidelines;
- 3.20. Locate underground wastewater utilities in response to Alberta One-Call requests to prevent damage during excavations;
- 3.21. Monitor SCADA systems and programmable logic controllers (PLCs) for real-time oversight of lift stations, troubleshooting issues as needed;
- 3.22. Record and report operational data, including flow readings, maintenance logs, lab results, and compliance reports for regulatory and municipal purposes;

- 3.23. Assist with customer service by addressing complaints related to odors, backups, or service issues, and coordinating with the public and other departments;
- 3.24. Ensure adherence to safety protocols, including use of PPE, confined space entry procedures, hazard assessments, and incident reporting in wastewater operations;
- 3.25. Participate in on-call rotations for after-hours emergencies, including evenings, weekends, and holidays;
- 3.26. Collaborate with engineers and contractors on wastewater system upgrades, expansions, or repairs;
- 3.27. Maintain accurate records of infrastructure locates, repairs, testing results, and discharge approvals to support municipal operations and environmental compliance;

### **Building Maintenance:**

- 3.28. Assist the Building Maintenance Coordinator in conducting routine inspections of facilities, including buildings and equipment, to identify maintenance needs and ensure compliance with safety standards;
- 3.29. Perform minor repairs and maintenance tasks on facility structures, such as painting, patching walls, replacing light fixtures, and fixing doors or windows;
- 3.30. Support the maintenance of HVAC systems, electrical wiring, plumbing, and other building systems;
- 3.31. Participate in the installation, inspection, and upkeep of safety equipment, signage, and emergency systems, such as fire extinguishers, alarms, and evacuation routes;
- 3.32. Collaborate on developing and implementing preventive maintenance schedules for facility assets to minimize downtime and extend equipment lifespan;
- 3.33. Respond to facility-related work orders, emergencies, or breakdowns, providing hands-on assistance in troubleshooting and resolving issues promptly;
- 3.34. Document maintenance activities, inspections, and repairs utilizing work orders for record-keeping and regulatory reporting;
- 3.35. Accepts *special duties* and other tasks as assigned.

*\*Any **Special Duties** shall be detailed at the end of this document.*

## **4. General Duties and Responsibilities**

- 4.1. Ensure that the Occupational Health and Safety program of the County is adhered to, and that all personal protective equipment (PPE) issued is in good repair and utilized as intended;
- 4.2. All employees are expected to follow all current policies and bylaws as set by Vulcan

County Council; it is the responsibility of the Employee to ensure they have knowledge of the policies and bylaws of Vulcan County;

4.3. In the event of a municipal emergency or the declaration of a state of emergency this position shall be considered as a resource which may be called upon by the Director of Emergency Management (DEM).

5. **General Qualifications**

The candidate should have:

5.1. High school education or equivalent;

5.2. Two (2) years' experience as a Level 2 Water Treatment (WT) Water Distribution (WD);

6. **Required Qualifications:**

The candidate must have:

6.1. Certification as a Level II Water Treatment (WT), Water Distribution (WD) Operator from Alberta Environment and Protected Areas (AEPA);

6.2. Certification as a Level II Wastewater Collection (WC) Operator from Alberta Environment and Protected Areas (AEPA);

6.3. Strong mechanical aptitude and manual dexterity;

6.4. Working knowledge of HVAC systems would be an asset.

6.5. Knowledge of building electrical systems would be an asset.

6.6. The ability to operate heavy equipment such as an excavator would be an asset

6.7. Good physical health and stamina, with the ability to lift heavy objects, climb ladders, bend, and work in awkward positions or confined spaces;

6.8. Proficiency in basic mathematics, chemistry, and biology relevant to water distribution operations;

6.9. Effective communication skills, including speaking, reading, and writing;

6.10. Basic computer literacy, including familiarity with SCADA systems, data logging, and office software;

6.11. Knowledge of water distribution principles, practices, terminology, and relevant Alberta regulations;

6.12. A strong commitment to workplace health, safety, and environmental standards;

- 6.13. Problem-solving skills and the ability to troubleshoot operational issues;
- 6.14. Knowledge of General County Operations;
- 6.15. An ability to maintain professional and personal confidences;
- 6.16. An ability to deal courteously and effectively with co-workers, members of the public, and maintain confidentiality with sensitive information and issues;
- 6.17. Valid and appropriate Alberta Driver's License with no more than seven demerits at time of appointment and throughout employment in this position. Class 5 is mandatory, Class 3 with Q endorsement is preferred;
- 6.18. Must have Emergency Management training to an ICS 100 level within the first 6 months of employment, ICS 200 within the first 12 months of employment, and ICS 300 within the first 24 months of employment.

7. **Special Duties**

7.1 \_\_\_\_\_

7.2 \_\_\_\_\_

7.3 \_\_\_\_\_

**APPROVAL**



Chief Administrative Officer

November 12, 2025

Date